Daniel A. Moulton

1916 Ann St NE

Olympia Wa, 98506

360-791-5297

SKILLS

• Ability to handle multiple tasks and great under pressure.

•Proficient in MS Office, Goldmine, Prelude, Lotus Notes and

quick to learn new systems/software.

• Work well with others in a group situation as well as

individual.

• Excellent organizational, communication, and work ethic skills.

• Willing to learn.

EXPERIENCE

06-2011-Present  Best Buy                                   Olympia Wa,                   Market AutoTech Champion/Manager

•Work with Corporate office.

•Decision making for employees.

•Scheduling for employees

•Hiring of employees

•Handle all customer concerns and complaints

•Monitor daily business trackers and monthly P&L

•Oversee and closely monitor 36 Installation Bays

•Coach and Train other employees for their development

•Conduct month meetings with staff

06/2010-05/2011 Direct TV                                    Federal Way Wa                    Sales Manager

•Conduct sales trainings

•Scheduling for employees

•Hiring and firing of employees

•Handle all customer concerns and complaints

12/2009-05/2010  Pep Boys Auto                        Puyallup Wa                            Manager

•Work with Corporate office.

•Decision making for employees.

•Scheduling for employees

•Hiring and firing of employees

•Handle all customer concerns and complaints

06/2005-11/2009 Joe Downey Chevrolet        Canton, Massachusetts             Mechanic

•General duties in the shop.

•Work directly with shop Forman

•Troubleshoot vehicle problems

. 11/1999-6/2004  Robert Reiser Company           Canton, Massachusetts            Customer Sales Representative

• Working directly with the client orders, concerns, problems,

and questions on product.

• Selling, processing and organization of machine part shipments

to companies all over the world.

• Led employee training for customer service.

• Inter-company inventory transfers. Inventory tracking and

restock as needed.

• Problem solving and brainstorming within the department.

• 24 hour on-call customer service in the parts department

(including processing, packing and shipping if necessary) .

8/1992 - 3/1999 Home Quarters

Norwood, Massachusetts

Supervisor – Paint and Hardware

• Manage the night crew team for paint and hardware

• Training of night crew employees.

• Maintaining inventory, purchases, and clean up of paint and

hardware.

EDUCATION/TRAINING

Certificate in Graphic Arts 1992

Forklift Certified Updated 2003

Direct Sales Representative Training 80 hours

Management Training 40 hours

Certified in first aid 2004

Certified in CPR Adult/Pediatrics 2004

ACCOMPLISHMENTS

• Successfully built and raced a street stock model race car.

• Crew Chiefed 2 stock car divisions in Massachusetts

 Top Gun award winner in September 2017. Successfully ran a Install Bay

 in the Territory and was ranked 2nd in the Territory.